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# IT Plan – Agency Submitted

**701** HISTORICAL SOCIETY

**Version:** 2009-B-01-00701

**Project:** Infrastructure

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## Agency IT Plan Contact Data

Ron Warner and David Skalsky are the contacts for initial development of the agency IT Plan. They can be reached at 701-328-2666 or by emailing [rwarn@nd.gov](mailto:rwarn@nd.gov) or [dskalsky@nd.gov](mailto:dskalsky@nd.gov).

## Review of Agency's IT Architecture

The Society uses Microsoft Windows 2000 and XP for the operating system and Microsoft

Office Suites is used for word processing, spreadsheets, data base, and email.

PastPerfect, a client server system designed for museum collections management, provides the ability to store and retrieve information on museum objects to include text and images.

Retail Pro, a retail management software, is used to manage the museum store and is linked to satellite stores at the following historic sites: Chateau de Mores Historic Site, Fort Buford Historic Site, & Pembina State Museum.

ContentDM, an Integrated Content Management System, is used to provide digitized text, photos, video, and audio to the general public through the internet. This system is provided and maintained by NDSU, Fargo.

The Society provides services through the North Dakota Library Information on-line public access catalog system (ODIN) located at UND and through OCLC (on-line computer center) as a member of MINITEX Network for cataloging, interlibrary loan, searching and other services.

## Planned Infrastructure Activities and Changes

1. To obtain modern integrated information technology tools and infrastructure for all divisions of the agency including all historic sites that are well supported and enable staff to more efficiently support constituents.

a. Develop a systematic plan to upgrade and replace computers and peripherals once every 4 years.

2. Develop easily and publicly accessible, accurate, and consistent data on collections records as well as similar systems for agency staff.

- a. Research and develop a plan for the implementation of hardware and software to allow routine digital imaging of all appropriate collections.
- b. Expand the use of the World Wide Web for the dissemination of more information, including images, regarding the collections and activities.
- c. Explore the creation of a system to allow public access to museum and library collections information without society intervention.
- d. Define, execute and regularly test a disaster recovery plan for all systems and data.
- e. Explore and/or develop a unified, agency-wide program to control agency photo holdings and coordinate the management of both analog and digital images for both current and historical systems.

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3. Maintain and obtain additional modern, integrated information technology for the security systems of the society.
  - a. Develop a cyclical maintenance plan for replacement and upkeep of the security systems of the society.
  - b. Obtain adequate funding to replace existing control room systems and provide adequate systems for the major historic sites.
4. Evaluate methods in which to utilize technology to improve customer service.
  - a. Evaluate the total telecommunications system for efficiency and expansion including the integrated voice response system.
  - b. Evaluate divisional technologies for efficiency and expansion with recommended changes developed for future IT plans.
5. Work with ITD and records management to plan for the transfer and long-term preservation of state agency records having enduring value.
6. Address high capacity storage needs for electronic records of enduring value.

We are working to increase public access to North Dakota collections through the web and to improve the State Historical Society's web page. We have teamed up with North Dakota State University, Prairie Public, Concordia College, Minnesota and South Dakota to make collections available through the web using CONTENTdm. CONTENTdm allows the public to view photos, maps, diaries, and streaming audio and video, on line from the State Archives as well as photos of other three dimensional objects such as museum artifacts or historic sites. We hope to have 5,000 images available on line by June 30, 2009. Future plans are to increase the number of photos available on line to over 20,000 and to add 3 dimensional photos of other significant items contained in the collections. Updates to the Society's web site underway now will provide a modern look that is more user friendly. The new North Dakota History high school textbook will enhance the learning experience for student and teachers by linking to related archival materials on the web using CONTENTdm.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 80  
Number of desktops for which you are requesting replacement funding: 19  
Average replacement cost/desktop: 950

3. Total number of laptop computers: 23  
Number of laptops for which you are requesting replacement funding: 4  
Average replacement cost/laptop: 1,400

What state planning region are these desktop/laptop computers located?

Region 1 2 2 0 3 2 4 4 5 1 6 0 7 90 8 4

4. What percentage of these pcs are running the following operating systems:  
(total should be equal to 100%)

Open Source OS 0 %  
MAC OS 1 %  
Windows Vista 0 %  
Windows XP 94 %  
Other 5 %

5. What additional expenditures are being paid out of non-appropriated funds? 0  
Please explain:

## IT Asset Management Plan

The 09-11 budget request includes funding necessary to cover IT expenses necessary to continue the current day to day operations of the Society as well as funds to replace IT equipment based on a 4 year replacement cycle. The State Historical Society of North Dakota pays ITD a monthly fee to use the LAN system. Since the Society does not have any IT staff, we pays ITD an hourly fee when accessing additional IT services. In addition to the Heritage Center hookups, there are 10 historic sites which receive telecommunication services. Included as a part of the telecommunications infrastructure is voice mail services for most existing lines and long distance services.

The Microsoft Windows operating system is maintained with version upgrades sent out by Microsoft. Agency will migrate to Vista upon ITD's recommendation. Migration will be as new hardware is acquired. Microsoft Office suites are replaced on a 4 year cycle.

PastPerfect, Retail Pro, ContentDM, Odin, and OCLC upgrades are provided through maintenance agreements. While we know technology is constantly changing, we do not know of any software programs that are currently being developed that would significantly alter how we use technology to conduct business. We will consider the different technologies as they are developed.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	\$36,056	\$36,056	\$0	\$36,056	\$36,056
IT5510	IT EQUIPMENT UNDER \$5000	\$54,164	\$54,164	\$0	\$54,164	\$54,164
IT6010	IT DATA PROCESSING	\$142,176	\$142,176	\$0	\$142,176	\$142,176
IT6020	IT COMMUNICATIONS	\$141,799	\$141,799	\$0	\$141,799	\$141,799
IT6030	IT CONTRACT SERVICES & REPAIRS	\$16,456	\$16,456	\$0	\$16,456	\$16,456
	<b>Total Budget:</b>	<b>\$390,651</b>	<b>\$390,651</b>	<b>\$0</b>	<b>\$390,651</b>	<b>\$390,651</b>
001	STATE GENERAL FUND	\$390,651	\$390,651	\$0	\$390,651	\$390,651
	<b>Total Funding:</b>	<b>\$390,651</b>	<b>\$390,651</b>	<b>\$0</b>	<b>\$390,651</b>	<b>\$390,651</b>